

Race to the Top – Required Professional Development Workdays

Management at the School Level (updated 9/23/2011)

- Course Codes C125280 –C125284 (.3 Academic Subject Area credits awarded upon completion of each)
- Each school has a unique SRN that will be assigned, and the session has been restricted to staff assigned to your school. *Refer to the RttT Excel file for your school's specific SRN. The majority of information in your SRN has already been entered.*
- Schools will record and manage attendance on-site.
- Session Reference Numbers for all school-based sessions are currently being built. Please revisit the RttT website for an updated list.

<http://www.wcpss.net/curriculum-instruction/race-to-the-top/>

What needs to happen at our school?

- 1) Make sure that the ERO Manager who is marking attendance is listed as a *Coordinator*.
- 2) Make sure that the staff member who is facilitating the training session is listed as a *Coordinator*.
- 3) Most sessions have been set up to take place during a specific day/time based on your calendar schedule. If the time listed is not correct, please modify this to meet your school's needs. *(All occurrences were created to take place from 9:00 AM to 12:00 PM on your school's assigned day.)*

Multi-Track Year-Round Schools – Your first session has an assigned date in eSchools. All other sessions will be set up as “self-paced” to accommodate the various dates for the training sessions within your building.

- 4) Make sure that all participating staff are registered for your session. You may ask staff to sign up on their own, but I suggest *Batch Enrollment*.
 - a) Scroll down to the bottom of the Session screen and find “Session Registrations.” Click on “Add by Group” on the right side of the screen.
 - b) You may add staff based on their location and classification. Keep in mind that if you add by location only, you may need to remove staff members who are not required to participate in the training.
- 5) Print multiple sign-in sheets in order to ensure that attendance is accurately recorded within your building. Please keep copies of all sign-in sheets for each session.
- 6) ATTENDANCE SHOULD BE PROCESSED WITHIN ONE WEEK OF COMPLETION OF THE SESSION. *This information will be provided to DPI as a record of participation with all of the required RttT modules.*

IF YOU HAVE QUESTIONS OR NEED HELP WITH ERO MANAGEMENT FOR YOUR SESSION, PLEASE CONTACT
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